

## National Senior Certificate: Grade 10 MEMORANDUM

**QUESTION ONE**

<b>Question</b>	<b>Mark Allocation</b>	<b>Maximum Mark</b>	<b>Comments</b>
1.1	Main folder created using name of learner ✓	1	Surname and name
	WORD PROCESSING created as a subfolder of the main folder ✓	1	
	SPREADSHEET created as a subfolder of the main folder ✓	1	
1.2.1	The file called <i>prices.doc</i> in the Admin folder is no-longer read-only. ✓	1	
1.2.2	All (13) 2006 files selected ✓	1	No mark if only some copied.
	Copied to 2006 folder. ✓	1	No mark if files were moved.
1.2.3	All files of zero bytes deleted from General folder ✓	2	Award 1 mark if at least two were deleted.
1.2.4	All (33) spreadsheet files selected ✓	1	0 if any spreadsheet files remain
	Moved ✓	1	0 if copied
	To the Accounts folder ✓	1	0 if to wrong folder
1.2.5	Catalog.doc in the Admin folder renamed ✓ as OldPrices.doc ✓	2	1 mark if renaming partially correct No mark if wrong file renamed
	<b>Total</b>	<b>13</b>	

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**QUESTION TWO**

Question	Mark Allocation	Maximum Mark	Comments
2.1.1	Whole document ✓ fully justified ✓	1 1	
2.1.2	Whole document ✓ Changed to single line spacing ✓	1 1	
2.1.3	Date at the beginning of the document ✓ Left aligned ✓ Set to automatically update ✓ uses the format dd-Month-yyyy ✓	1 1 1 1	Field will appear in grey shading when mouse is placed on it if it is correctly added as a field
2.1.4	Whole address added ✓ Inserted two lines below the date	1 1	
2.1.5	Heading CD CATALOGUE added ✓ 2 line spaces (1 open line) before and after ✓ In boldface ✓ Centred horizontally ✓	1 1 1 1	
2.1.6	Background shading applied to heading ✓ Shading set at 15% ✓	1 1	No colour specified
2.1.7	Subscriptions paragraph ✓ swapped with Performance information paragraph ✓ Paragraph spacing & numbering consistent ✓	1 1 1	
2.1.8	Whole paragraph 'starting 4. Patron and Donors' ✓ has had case toggled. ✓	1 1	No marks if it is evident than the learner has retyped the paragraph.
2.1.9	Letterhead inserted ✓ At the beginning before the date ✓	1 1	
2.1.10	All events in a table ✓ of 4 rows ✓ and 2 columns ✓ Cells in first row merged ✓ cells <i>both</i> vertically and horizontally ✓ All the text is visible ✓	1 1 1 1 1	
2.1.11	Word Cellphone deleted in last line ✓ Special symbol inserted ✓ of a phone / cellphone in its place. ✓	1 1 1	Accept with or without the colon :
2.2	Editing/manuscript instructions implemented: New paragraph starting ' <i>As requested...</i> ' ✓ Run on line: <i>best-sellers and ... fixed</i> ✓ Word <i>free</i> inserted before "ticket for the World Symphony Performance" ✓ <i>Please</i> deleted: In the meantime please ✓ The word <i>City</i> unchanged in ... City Hall... ✓ Double underlining applied: <u>Switch off cell phones</u> ✓ Heading for paragraph transposed and reads <i>Donors and Patrons</i> ✓	1 1 1 1 1 1 1	No mark for single underlining
	<b>Total</b>	<b>39</b>	

**QUESTION THREE**

Question	Mark Allocation	Maximum Mark	Comments
3.1	Saved as word processing document (not in plain text format) ✓	1	No mark deducted if saved in incorrect folder
	as Corrected Newsletter ✓	1	
3.2	WordArt type of heading used ✓	1	(Give 1 mark if the size was adjusted manually and is within reasonable proportions)
	Picture Inserted ✓	1	
	Correct formatting/wrapping for picture ✓	1	
	Reduced to 50% of its original height ✓ and width ✓.	1	
	Text (Edition 1/06) <i>aligned</i> to right. ✓	1	
	Line drawn below text ✓	1	
3.3	Sentence "Without music, life would be a mistake - Friedrich Nietzsche" is centred ✓.	1	No marks awarded if indentation or tabs used to effect 'centring'
3.4	All the text in the document ✓	1	
	changed to Arial font. ✓	1	
3.5	The 'th' of the 28th is in superscript ✓	1	
	the 'st' of the 1st is in superscript ✓	1	
3.6	Heading changed to font size of 15 ✓ and also in boldface ✓	1	
	and italics ✓	1	
	One mark awarded if <u>all</u> headings done. ✓	1	
3.7	All margins changed ✓	1	
	to 2.3 cm ✓	1	
3.8	Hidden character (¶) removed. ✓ after the phrase "...over 15000 people"	1	
3.9	All four occurrences of initial replaced ✓✓ else 1 mark if only partially done. Award mark if <u>only</u> 'whole words' were replaced cf. initially at the end of the 'Kwaito' paragraph. ✓	2	
	Correct replacement word (original) used. ✓	1	
3.10	Square shaped ✓	1	
	bullets ✓	1	
	to <i>all</i> the points under the heading. ✓	1	
3.11	<i>Automatic</i> ✓ numbering applied	1	
	to <i>all</i> ✓ tips	1	
	in Roman numeral format. ✓	1	
3.12	Whole paragraph (including the heading) in a text box ✓	1	Check wrapping and alignment etc
	with a dotted border ✓	1	
	Covers width of page ✓ and necessary wrapping/formatting applied. ✓	1	
		1	
3.13	All the genres ✓	1	
	(from Rock and Pop to Stage and Screen) are in a table ✓	1	

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3.14	Kwaito ✓ added as a genre in a new row in the table ✓	1 1	Should be 16 genres now.
3.15	Table as narrow as possible ✓ (no change of font size or font) No wrapping evident. ✓	1 1	No mark if font or font size changed
3.16	All entries ✓ (only first row) sorted ✓ in descending order. ✓	1 1 1	Stage and Screen should be top entry and classical last
3.17	Table shaded in ✓ in a light colour ✓ Just the external border ✓ changed to a thicker ✓ Red ✓ border.	1 1 1 1 1	Give benefit of doubt to learner!  (original line thickness was ½ point)
3.18	Correct text selected. ✓ Two columns applied ✓ Columns equal width ✓ Line in between columns ✓	1 1 1 1	No mark if line drawn in manually
3.19	Auto shape used ✓ with specials added as text ✓ Tabs applied to all lines ✓ Left tab applied to all artists. ✓ Right tab used for album ✓ Decimal tab ✓ with leader ✓ applied for prices.	1 1 1 1 1 1 1	
3.20	Both errors corrected ✓✓.	2	(irrespective and instruments) (1 mark if only one is corrected)
3.21	Footer used ✓ Centred ✓ Page Number <u>field</u> used ✓ Number of pages <u>field</u> used. ✓ Only appears after page 1 ✓	1 1 1 1 1	
	<b>Total</b>	<b>66</b>	

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**QUESTION FOUR**

Question	Mark Allocation	Maximum Mark	Comments
4.1	All headings formatted in row 7. ✓ Centred both horizontally ✓ and vertically ✓ Text wrapped ✓.	1 1 1 1	Cells must be <i>formatted</i> as wrapped text.
4.2	Cell D8: =C8/100*B8 ✓ (C8) ✓ (/100) ✓ (*B8)	3	Still allocate mark if cell is formatted as a percentage instead of the "/100"  Also accept; =14/100 * F8
	Cell F8: =E8*(B8+D8) ✓ (E8*) ✓ (brackets) ✓ (B8) ✓ (+D8)	4	
	Cell G8: =14%*F8 or ✓ ✓	2	
	Cell H8: =F8+G8 ✓ ✓	2	
4.3	All formulas copied ✓ to correct cells ✓	1 1	
4.4	H24: =SUM(H8:H22) ✓ ✓	2	Also accept =SUM(H8:H23) or =G8+G9+.....H22
4.5	H25. =MAX(H8:H22)/4 ✓ ✓ ✓	3	Also except H23 in cell range or =25% * MAX(H8:H22)
	H26: =H24-H25 ✓ ✓	2	
4.6	All cells in the range H8:H26 Formatted in Accounting format.	1 1	<u>Not</u> currency format.
4.7	Data is visible in all columns ✓	1	Font size must remain same.
4.8	Logo has been inverted 180 degrees ✓	1	
	<b>Total</b>	<b>28</b>	

**QUESTION FIVE**

Question	Mark Allocation	Maximum Mark	Comments
5.1	<u>Layout changes</u>		
	All expenses arranged in Column B with labels ✓	1	The order of the items is not important But totals for Expenses and the Income must be stored in cells B11 and E11 respectively
	All income arranged in Column E with labels ✓	1	
	Headings added for both columns (Expenses and income) ✓	1	
	Both total cells (B11 and D11) ✓	1	
formatted with top and bottom border ✓	1		
<u>Formulas</u>			
Cell B11: =SUM(B4:B9) ✓	1	1	Also accept =SUM(B4:B10) or use of addition operators instead of sum formula
Cell D11: =SUM(D4:D9) ✓	1	1	Also accept =SUM(D4:D10) or use of addition operators instead of sum formula
5.2.1	Cell D18: =D17-D16 ✓ ✓	2	
5.2.2	Cell D21: =D18*D20 ✓ ✓	2	
5.2.3	Cell D23: =D21+E11-B11 ✓ ✓ ✓	3	
5.2.4	Conditional formatting applied	1	No marks awarded if colour 'manually' applied Award 1 mark if candidates apply correct formatting 'wrong way round' i.e. red to profit and green to loss.
	<0 : red text ✓ >=0 : green text ✓	1	
5.2.5	Answer should be 641 ✓✓ (with a profit of R 21.51)	2	Award 1 mark if answer given as 640. Note answers may vary if learners did not get correct answers in previous calculations.
	Can be determined by trial and error or by a formula		
	<b>Total</b>	<b>18</b>	

**QUESTION SIX**

Question	mark Allocation	Maximum Mark	Comments
6.1.	The word processing document Poster is saved in the WORD PROCESSING sub-folder.	1	No mark awarded if a 'new' document was created.
6.2.	<p>Four questions and answers related to music piracy located ✓✓✓✓ 4</p> <p>Questions added in the existing table in the document in the first column ✓ Corresponding answers added in the existing table in the document in the second column ✓ Source of the information (not the name of the file) immediately below the table. ✓</p> <p>Resource1 Music piracy by Phathu Ratshilumela at www.mio.co.za</p> <p>Resource2: Australian Copyright Council</p> <p>Resource3: RISA website: www.risa.org.za</p> <p>Resource4: Sunday Times 21 December 2003 www.suntimes.co.za</p>	<p>4</p> <p>1</p> <p>1</p> <p>1</p>	
6.3.	<p>Sentence with statistic added regarding piracy ✓ Related to South Africa ✓ To an AutoShape which ✓ Shaded in light colour ✓</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	
6.4.	<p>Four main categories listed ✓✓✓✓ • Simple Piracy • Counterfeits • Bootlegs • Internet Piracy In a text box.</p>	<p>4</p> <p>1</p>	Not necessary to have definitions.
6.5.1	Column B deleted from spreadsheet. ✓	1	Hidden column not accepted
6.5.2	<p>Fifteen listed countries with piracy rates ✓ Appear in tabular format ✓ Sorted according to piracy rate ✓ In descending order ✓ Suitable descriptive label under the table. ✓</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>Do not penalise again if candidate could not delete column B in the previous question.</p> <p>Does not have to be a caption.</p>
6.5.3	<p>Graph copied from the spreadsheet ✓ Suitable formatting applied so that the graph so ✓ that it appears to the right of the table ✓</p>	<p>1</p> <p>1</p> <p>1</p>	Wrapping, alignment etc.
6.6	<p>Attachment <i>Suggestions.txt</i> saved ✓ In the Research folder ✓</p>	<p>1</p> <p>1</p>	

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6.7	Suitable clip art picture added ✓ with a callout ✓ Containing a slogan about preventing piracy. ✓ Slogan is one from Suggestions.txt: ✓ <ul style="list-style-type: none"> <li>• Only you can stop piracy!</li> <li>• Hang the pirates from the yard arm!</li> <li>• Prevent piracy – it's hurting your pocket too.</li> <li>• Report piracy – it's the right thing to do.</li> <li>• You could lose more than just an eye being a pirate!</li> </ul>	1 1 1 1	Accept any clip art picture (depends on clip art installed)
6.8	Picture <i>piracy.jpg</i> inserted ✓ As a watermark in the document ✓	1 1	
6.9	Poster occupies 1 A4 page only ✓ A page border has been added ✓	1 1	
	<b>Total</b>	36	